



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH, DEVELOPMENT AND ACQUISITION  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

FEB 9 1998

MEMORANDUM FOR DISTRIBUTION

Subj: CHANGE THROUGH EX-CHANGE CONFERENCE

Ref: (a) OUSD(A&T) memo of 8 Sep 97 on Acquisition Reform Week 98

Encl: (1) Acquisition Reform Team Working Group (ARTWG) Team  
Members

The Acquisition community has truly adopted the opportunity presented by acquisition reform to discover and develop more cost-effective ways of doing business. Programs are introducing new methods and bringing about positive changes with solid results. These improvements are often widely applicable and could benefit other programs. During the first *Change Through Ex-Change* Conference, we implemented the concept of a formal exchange of process innovations or ideas. In conjunction with Acquisition Reform Week 98, we are planning our 2nd annual *Change Through Ex-Change* Conference to provide visibility of our program successes and promote the sharing of innovative ideas in a structured, creative environment.

The half-day conference will be held Monday, 4 May 1998, at the Crystal City Forum from 1200-1600. This conference will be hosted by ASN(RDA).

Each program (ACAT levels I through IV) is requested to submit two ideas, approaches, process innovations, or lessons learned that they feel could be of assistance to other Navy programs. A program manager or equivalent must approve program-submissions before they are released. Submissions will be coordinated through the Acquisition Reform Training Working Group (see-enclosure (1)). The deadline for submissions to the Acquisition Reform Office is 13 March.

Programs and activities are asked to send a representative to the 4 May conference that is knowledgeable about the program ideas being submitted. Several innovative ideas will be briefed during the conference. Time will be set aside for attendees to seek out -- and dialogue with -- other program representatives.

Following the conference, ideas will be compiled into a single document, which will be distributed on disk or in hard copy. This data will also be on the Acquisition Reform Home Page [<http://www.acq-ref.navy.mil>].

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The ARO point of contact is Jo Ann Minor, 602-5506/5508, Fax 602-5481 [Minor-Joanne@acq-ref.navy.mil]. Additional details and a Conference agenda will be provided directly to program representatives and attendees prior to the conference.

We look forward to another successful year of active participation from all our programs in this important acquisition reform initiative, *Change Through Ex-Change*.



D. E. PORTER  
DoN Acquisition Reform Executive  
Acquisition Reform Office

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